

**Town of West Hartford, Connecticut**  
**Department of Financial Services, Purchasing Services Division**  
**50 South Main Street, West Hartford, CT 06107-2431**

**INVITATION TO BID**

Bid No. 6205F	Opening Date June 8, 2011	Opening Time 2:00 PM	<input checked="" type="checkbox"/> Formal Bid	<input type="checkbox"/> Informal Bid	<b>THIS IS <u>NOT</u> AN ORDER</b>
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This **INVITATION TO BID** form, with your response on it, must be received by the Purchasing Services Division, at the above address, prior to the bid opening at the time and date shown above. Bids must contain an original signature and must be submitted in a sealed envelope. All bid envelopes must indicate the bid number, time and opening date. At the designated time, all bids will be publicly opened and read. **THIS IS SUBJECT TO THE TERMS AND CONDITIONS ATTACHED AS WELL AS ALL ATTACHED SPECIFICATION SHEETS AND DRAWINGS.**

Department: Facilities	Division: Schools/Town	Required Delivery Date	Requisition No.:
Shipping Destination: Various locations in West Hartford			
<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>	
<p>The Town of West Hartford is seeking a contractor to provide Generator Maintenance Services per the attached specifications dated Monday, May 16, 2011.</p> <p>Preventative Maintenance shall be performed on all generators and transfer switches listed on Attachment B and shall include all labor, materials (coolants, lubricants, antifreeze, etc.) supplies, equipment, and all else necessary to provide proper preventative maintenance on the generators. The Town will not reimburse for travel, mileage, or fuel. Prices offered in this proposal shall be all inclusive.</p> <p>Insurance Requirements per Exhibit C.</p>			
	<b>TOTAL</b>	<b>\$</b>	

**We hereby agree to furnish and invoice above listed materials or services, delivered or performed in accordance with your specifications, requirements and terms as specified herein at prices specified above.**

Bidders are encouraged to attend the Town's bid opening at which time the public is afforded an opportunity to record bid prices received in response to the Town's solicitation. Bidders who would like the results of the bid but are unable to attend the bid opening, may check the Town website, <http://west-hartford.com/TownServices/TownDepartments/FinancialServices/BidResults.htm> a week after the bid opening date. Bidders calling the Purchasing Office for bid results will be referred to the above procedure. The bidder agrees that by affixing their signature to this request for bids, the authorized signatory grants approval to the Town Of West Hartford to obtain third party credit reports for the purpose of assessing the financial capacity of the business entity tendering such bid to the Town.

Delivery Date	Shipment via	FEIN #/Tax ID	Terms %                      DAYS	
Vendor Name		Address		City, State, Zip
Telephone	Fax No	Authorized Signature	Printed Name	Title

**NOTE: Failure to affix an authorized signature to this form will result in rejection of the bid.**

TOWN OF WEST HARTFORD  
GENERATOR MAINTENANCE SPECIFICATIONS  
May 16, 2011

I. Scope of Work:

These specifications encompass preventative maintenance service for the Town of West Hartford's generators and their transfer switches.

The approving agent for this service will be the Service Response Manager.

The term of the contract pursuant to this solicitation shall be for the yearly periods 7/01/2011 - 6/30/2014 (Period I - 7/01/11 - 6/30/12; Period II - 7/01/12 - 6/30/13; Period III - 7/01/13 - 6/30/14)

II. Work Specifications:

- A. Preventative Maintenance shall be performed on all generators listed on Attachment B and shall include all labor, materials (coolants, lubricants, antifreeze, etc.) supplies, equipment, and all else necessary to provide proper preventative maintenance on the generators and transfer switches. The town will not reimburse for travel, mileage, or fuel. Prices offered in this proposal shall be all inclusive.

Each generator shall be building load tested twice per year in accordance with the schedule noted below, or in accordance with a schedule mutually agreeable to the supplier and the Facilities Manager:

Period I:

Sept. 2011  
Mar. 2012

Period II:

Sept. 2012  
Mar. 2013

Period III

Sept. 2013  
Mar. 2014

The supplier shall notify the Facilities Manager at least 48 hours prior to rendering scheduled service.

All items listed on Attachment A shall be inspected twice per year to ensure maximum operating efficiency, and the items listed below shall be replaced or repaired if needed at no cost.

- Spark plugs
- Points
- Lube oil
- Lube filter
- Oil filter
- Air cleaner cartridge, if applicable
- Hoses, if cracked
- Water filters
- Thermostats
- Fuel filters
- Alternator belts, if cracked or dry

In any event, spark plugs, points, antifreeze, lube oil; lube filters, water filters, and fuel filters shall be replaced once per year (during the first annual inspection).

Old parts shall be boxed and brought to the Service Response desk of the West Hartford Plant and Facilities office.

Any problems uncovered during the maintenance inspections shall be reported to the Facilities Manager along with the suggested repair. Repairs shall not be performed without purchase order authorization. Contractor is asked to provide an hourly labor rate and materials markup pricing for repair work. This does not guarantee contractor will be awarded the repair. The Director of Facility Services or his designee will have sole discretion.

All maintenance inspections shall be recorded on a work log which shall be kept with the generator system. Within two work days after each visit, the supplier shall complete and submit a checklist similar to Attachment A, as well as a written report, to the Services Response Manager at 17 Brixton Street, West Hartford, CT 06107, advising of all findings/recommendations.

It is the responsibility of the supplier to verify that the generator information contained herein is accurate for all locations listed.

Emergency service shall be provided within two hour of request, regardless of when the request is made. Standard labor rates shall apply in all situations, except that time and a half shall be paid on Saturdays, Sundays, and holidays. The Town will not pay travel time. Failure to respond within the specified time limits may result in contract cancellation.

The cost of materials charged to the Town by the awarded contractor shall be Contractor's invoice cost plus a percentage (%) mark-up. The successful bidder shall supply material invoices with submission of its own invoices for work performed.

Prices bid shall not include any taxes, local, state or federal as the Town is exempt. The Town is also exempt from all fair trade laws. Parts shall be first quality and equal to or better than original equipment parts.

### III. Field Slips/Invoicing

All work shall be documented with a field slip and signed by a Facilities employee within 24 hours of rendering service.

All field slips shall be specific and shall list:

- 1) Each item maintained or repaired.
- 2) All parts and part numbers

The field slips shall also reference:

- 1) The Department of Administrative Services
- 2) purchase order number
- 3) Date service was ordered/rendered
- 4) Location of generator services
- 5) Generator model and size
- 6) Hour meter
- 7) Technician's name and any other pertinent information

All invoices shall be typed and self-explanatory. To effect payment invoices must reference the Department of Administrative Services. Invoices shall include separate costs for material and labor.

### IV. Termination:

The Town may terminate the contract pursuant to this solicitation for any reason upon providing the Contractor with prior written notice, including, but not limited to: a) Failure to provide maintenance/inspection reports in the format/timeframe noted. b) Service which is not rendered in the timeframes required, provided that the reasons for failure are other than strikes, fire, flood or other acts of God. c) Failure to submit field slips to a Facilities employee in the format/timeframe noted.

### V. Insurance:

Insurance required as per Attachment C.

## ATTACHMENT A

√ = Checked & OK

C = See Comments

R = Replaced/changed

### IGNITION SYSTEM

- \_\_\_ Spark plugs
- \_\_\_ Points
- \_\_\_ Condenser
- \_\_\_ Distributor cap
- \_\_\_ Distributor rotor
- \_\_\_ Coil
- \_\_\_ Spark plug cables
- \_\_\_ Ignition points
- \_\_\_ Ignition wires

### ENGINE

- \_\_\_ Lube oil
- \_\_\_ Lube filter
- \_\_\_ Governor
- \_\_\_ Air cleaner
- \_\_\_ Linkage
- \_\_\_ Choke
- \_\_\_ Carburetor
- \_\_\_ Inspect for leaks
- \_\_\_ Belts

### OIL SYSTEM

- \_\_\_ Oil filter
- \_\_\_ Engine lubrication
- \_\_\_ Lubricate distributor
- \_\_\_ Service air cleaner
- \_\_\_ Lubricate governor linkage
- \_\_\_ Check unit for leaks

### COOLING SYSTEM

- \_\_\_ Engine radiator coolant level
- \_\_\_ Test anti-freeze solution
- \_\_\_ Pliability of hoses
- \_\_\_ Leaks
- \_\_\_ Engine block heater
- \_\_\_ Flexible water lines
- \_\_\_ Solenoid valve
- \_\_\_ Louver operation
- \_\_\_ Test coolant protection \_\_\_ °
- \_\_\_ Upper & lower hoses
- \_\_\_ Heater hoses

### EXHAUST SYSTEM

- \_\_\_ Flex exhaust manifold
- \_\_\_ Muffler
- \_\_\_ Exhaust piping
- \_\_\_ Drain condensation trap
- \_\_\_ Visual inspection

### FUEL SYSTEM

- \_\_\_ Flexible fuel connections
- \_\_\_ Fuel sediment bowl
- \_\_\_ Fuel pump primer
- \_\_\_ Injection pump lines
- \_\_\_ Nozzle supply & return lines
- \_\_\_ Day tank float level
- \_\_\_ Fuel transfer pump
- \_\_\_ Fuel filter
- \_\_\_ Nozzle fittings
- \_\_\_ Fuel solenoid
- \_\_\_ Injector supply lines
- \_\_\_ Injector return lines
- \_\_\_ Regulator (gas)

### BATTERY

- \_\_\_ Fluid level
- \_\_\_ Specific gravity
- \_\_\_ Voltage
- \_\_\_ Load test
- \_\_\_ Clean terminal ends
- \_\_\_ Clean posts and lugs
- \_\_\_ Recharge

### STARTING SYSTEM

- \_\_\_ Start solenoid terminals
- \_\_\_ Starter
- \_\_\_ Starter motor
- \_\_\_ b.c. alternator
- \_\_\_ Battery cables
- \_\_\_ Alternator belt
- \_\_\_ Charge regulator
- \_\_\_ Trickle charger

## ATTACHMENT A

✓ = Checked & OK

C = See Comments

R = Replaced/changed

\_\_\_ Stand pipe  
\_\_\_ Water valve  
\_\_\_ Water filters

### ELECTRICAL (WHERE APPLICABLE)

\_\_\_ Control panel relays  
\_\_\_ Control resistors  
\_\_\_ Printed circuit boards  
\_\_\_ Adjust potentiometers  
\_\_\_ Exciter  
\_\_\_ Output load lugs  
\_\_\_ SCR's  
\_\_\_ Diodes  
\_\_\_ Rectifiers  
\_\_\_ Brushes  
\_\_\_ Brush springs  
\_\_\_ Collector ring  
\_\_\_ Commutator  
\_\_\_ Clean deposits (dust & carbon)  
\_\_\_ Solid state circuits  
\_\_\_ ac & dc brushes

### OPERATIONAL CHECKS

\_\_\_ Conduct safety test  
\_\_\_ Low oil pressure  
\_\_\_ High water temperature  
\_\_\_ High air temperature Overspeed  
\_\_\_ a.c. voltage \_\_\_ volts  
\_\_\_ Frequency  
\_\_\_ Record hour meter  
\_\_\_ Hertz \_\_\_ hz  
\_\_\_ Hours \_\_\_ hour  
\_\_\_ Water temperature \_\_\_ °  
\_\_\_ Oil pressure \_\_\_ lb.  
\_\_\_ b.c. rate \_\_\_ amps

### AUTOMATIC SWITCH OPTION

\_\_\_ Inspect instruments & gauges  
\_\_\_ Battery charger  
\_\_\_ Exerciser clock  
\_\_\_ Selector switch  
\_\_\_ Start & stop unit from switch  
\_\_\_ Voltage sensors  
\_\_\_ Time delays  
\_\_\_ Exerciser day \_\_\_ time \_\_\_  
\_\_\_ Test switch  
\_\_\_ Automatic mode  
\_\_\_ Inspect contactor  
\_\_\_ Lug connections  
\_\_\_ Battery charger  
\_\_\_ Start & stop generator from Switch  
\_\_\_ controls when applicable

### FINAL CHECK

\_\_\_ Generator MLCB on  
\_\_\_ Generator field breaker on  
\_\_\_ Start and stop generator  
\_\_\_ Simulate power failure (under  
approval & in presence of owner  
representative)  
\_\_\_ All switches in automatic position  
\_\_\_ Visual check of entire system  
\_\_\_ Check generator area for debris  
\_\_\_ Field breaker in on position  
\_\_\_ Start & stop unit at plant  
\_\_\_ Start & stop unit at transmission  
switch  
\_\_\_ Unit in remote position  
\_\_\_ Inspect entire unit

ATTACHMENT B

BID FORM: GENERATOR MAINTENANCE

ITEM	LOCATION	BRAND NAME	ENGINE NAME	FUEL	KW	ANNUAL PRICE	3 YEAR PRICE
<b>TOWN</b>							
1	Police Department 103 Raymond Road	Cummins Spectrum 1 100GS60	Ford L3G-8751-6005-A	Diesel	600		
2	Public Works Brixton Street	Cummins 150DGFA	DGFS-5762199 S/N E060926067	Diesel	150		
3	Gemini Building South Main Street	Onan - Cummins	DGFC-4486231 S/N# H000142742	Diesel	135		
4	Elmwood CC 1106 New Britain Ave.	Kohler 45RZ82 S/N 320415	Ford CSG649 6005 F S/N 11801	Nat. Gas	45		
5	Fire Station #2 20 Brace Road	Kohler 100R07.181 S/N 6059 TF001	John Deere	Diesel	100		
6	Fire Station #3 1068 New Britain Ave.	Onan 60D6BC/51948F S/N 14604899	Cummins	Diesel	60		
7	Fire Station #4 2458 Albany Avenue	Onan C910374699 S/N 53129920	Cummins	Diesel	40		
8	Fire Station #5 51 Berkshire Road	Onan CSG6491-6009-A S/N 01930B-11-RT	Ford	Nat. Gas	35		
<b>BOE</b>							
1	King Philip School 100 King Philip Drive	Onan 7.5 JB 68774E	S/N L950594238	Nat. Gas	7.5		
<b>REPAIR</b>							
1	HOURLY RATE	PER TECHNICIAN				\$	
2	MATERIALS MARKUP					%	
						<b>GRAND TOTAL</b>	\$ _____

## EXHIBIT C INSURANCE REQUIREMENTS

The Contractor shall procure insurance coverage against claims that may arise from, or in connection with the performance of the Contractor's duties pursuant to this contract. The insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. The Contractor shall pay the cost of such insurance.

For the purpose of this exhibit: the term "Contractor" shall also include their respective agents, representatives, employees or subcontractors; and the term "Town of West Hartford and West Hartford Board of Education" (hereinafter called the "Town") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

### A. Minimum Scope and Limits of Insurance:

The insurance required shall be written for not less than the scope and limits of insurance specified in this exhibit, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage is greater. It is agreed that the scope and limits of insurance coverage specified in this exhibit are minimum requirements and shall in no way limit or exclude the Town from additional limits and coverage provided under the Contractor's policies.

#### 1) **Comprehensive General Liability:**

\$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability and products /completed operations.

#### 2) **Automobile Liability and Physical Damage Coverage:**

\$1,000,000 combined single limit per occurrence for any auto, including statutory uninsured/underinsured motorists coverage and \$1,000 medical payments. Policy to include collision and comprehensive coverage for any auto used for the purpose of this contract.

#### 3) **Workers' Compensation:**

Coverage A / Workers' Compensation: statutory limits as required by the Labor Code of the State of Connecticut.

Coverage B / Employer's Liability: limits of \$100,000 each accident, \$500,000 disease/policy limit, \$100,000 disease/each employee.

#### 4) **Personal Property:**

"All risk" insurance on a replacement cost basis to cover the value of personal property belonging to the Contractor and others (including but not limited to the personal property of subcontractors) located on Town property while in use or in storage for the duration of the contract. Deductible not to exceed \$1,000.

B. Acceptability of Insurers:

The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with a Best's rating of no less than A:VII, or otherwise deemed acceptable by the Town's Risk Manager.

C. Subcontractors:

The Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

D. Waiver of Subrogation:

The Contractor shall provide that all insurance policies include a waiver of subrogation clause that states that it is agreed that in no event shall the insurance company have any right of recovery against the Town. When the Contractor is self-insured, it is agreed that in no event shall the Contractor have any right of recovery against the Town.

E. Claims-Made Form:

If the insurance coverage is underwritten on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the contract. The certificate of insurance shall state the retroactive date and that the coverage is claims-made. The Contractor shall maintain coverage for the duration of the contract and for the two (2) years following the completion of the contract. Evidence of such coverage shall be provided to the Town thirty (30) days prior to each expiration.

F. Aggregate Limits:

Any aggregate limits must be declared to the Town. It is agreed that the Contractor shall notify the Town when fifty percent (50%) of the aggregate limits are eroded during the contract term. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. The premium shall be paid by the Contractor.

G. Deductibles and Self-Insured Retentions:

Any deductibles or self-insured retentions must be declared to the Town. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

H. Notice of Cancellation or Nonrenewal:

For other than non-payment of premium, each insurance policy required by this exhibit shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the Town. Ten (10) days notice shall be given for non-payment of premium.



I. Other Insurance Provisions:

The policies are to contain, or be endorsed to contain, the following provisions:

1) **Liability Coverage's**

- a) *The Town of West Hartford, West Hartford Board of Education, and their respective officers, agents, officials, employees, volunteers, boards and commissions are to be named as additional insureds* with respect to liability arising out of or in connection with the activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Town.
- b) The Contractor's insurance coverage shall be primary insurance with respect to the Town. Any insurance or self-insurance maintained by the Town shall be excess of the Contractor's insurance and shall not contribute with it.
- c) Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

J. Verification of Coverage:

The Contractor shall furnish the Town with certificates of insurance confirming the coverage required by this exhibit. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Town before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.

All insurance documents required by this exhibit should be mailed to: Town of West Hartford, Risk Management Division, 50 South Main Street, West Hartford, Connecticut 06107.

K. Failure to Purchase or Maintain Insurance:

If the Town or the Contractor is damaged by failure of the Contractor to purchase or maintain insurance required by this exhibit, the Contractor shall bear all reasonable costs properly attributable thereto.

\_\_\_\_\_  
Initials/ Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials/ Town of West Hartford

\_\_\_\_\_  
Date

## INSTRUCTIONS TO BIDDERS

### ANTI DISCRIMINATION

The Contractor agrees and warrants that in the performance of this Contract it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of West Hartford.

### APPLICABLE LAW

The Contract pursuant to this solicitation shall be governed by, and the Town and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Connecticut, except as otherwise provided in such Contract or in laws pertaining specifically to the Town. This Contract shall be governed by the laws of the State of Connecticut, and suits pertaining to this contract shall be brought only in federal or state courts in the state of Connecticut.

### ASSIGNMENT - DELEGATION

No right or interest in the contract shall be assigned by the Contractor without prior written permission of the Town, and no delegation of any duty of Contractor shall be made without prior written permission of the Town's Purchasing Agent. The Town shall not unreasonably withhold approval and shall notify the Contractor of the Town's position within a reasonable period of time.

### AWARD OF CONTRACT

Award will be made to the lowest responsible qualified bidder.

A Bidder, if requested, must be prepared to present evidence of experience, ability, service facilities and financial standing necessary to meet satisfactorily the requirements set forth or implied in the bid.

The Purchasing Agent reserves the right to reject the bid of any bidder in default of any prior contract or guilty of misrepresentation, or of any company having as its sales agent or representative, or member of the firm, any individual in default or guilty of misrepresentation. Each bid will be received, with the understanding that the acceptance in writing by the Purchasing Agent of the offer to furnish any or all of the commodities described therein, shall constitute a contract between the Bidder and the Town, which shall bind the Bidder on his part to furnish and deliver the commodities at the prices given and in accordance with conditions of said accepted bid and specifications. No alterations or variations of the terms of the contract shall be valid or binding upon the Town unless made in writing and signed by the Purchasing Agent. The placing, in the mail to the address given in the bid or delivery of a notice of award to a bidder will constitute notice of acceptance of an offer. When so requested by the Purchasing Agent, the Contractor shall execute a formal contract with the Town for the complete performance specified therein. The contract may be terminated or annulled by the Purchasing Agent upon nonperformance of contract terms or failure of the Contractor to furnish performance surety and/or insurance certificates within ten (10) days from date of request. Any unfulfilled deliveries against such contract may be purchased from other sources at the Contractor's expense.

Failure of a Contractor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Agent or failure to make replacements of rejected commodities when so requested, immediately or as directed by the Purchasing Agent, will constitute authority for the Purchasing Agent to purchase in the open market, the commodities to replace the commodities rejected or not delivered. The Purchasing Agent reserves the right to authorize immediate purchase in the open market against rejections on any contract when necessary. On all such purchases, the Contractor agrees promptly to reimburse the Town for excess costs occasioned by such purchases. Such purchases will be deducted from the contract quantities. However, should public necessity demand it, the Town reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.

### BEST CUSTOMER PREFERENTIAL PRICING

The contractor shall reduce the contract price of any good or service for which a contract award is executed to an amount equal to or lower than any pricing offered to any other commercial customer or the general public. This reduction in price shall be applied when the goods or services are identical to those contracted for and quantities requested meet any minimum quantity requirements for such pricing.

### CERTIFICATION

By signature of the offeror, the offeror certifies:

The submission of the offer did not involve collusion or other anti-competitive practices.

The offeror had not given, offered to give, not intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in the rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting Contract and may be subjected to legal remedies by law.

The offeror submitting the offer hereby certifies that the individual signing the offer and/or Contract is an authorized agent for the offeror and has the authority to bind the offeror to the contract.

### CLAYTON ACT ASSIGNMENT OF RIGHTS

The Contractor and/or Subcontractor offers and agrees to assign to the Town of West Hartford and/or the West Hartford Board of Education all rights, titles and interest in all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. Section 15, or under Connecticut General Statutes 35-24 et. seq., as amended, arising out of the purchase of services, property, or intangibles of any kind pursuant to the Agreement, or Subcontracts thereunder. This assignment shall be made and become effective at the time the Town/Board awards or accepts such Agreement, without further acknowledgment by the parties. In the alternative, at the option of the Town, the Contractor and/or Subcontractor agrees to pay to the Town its proportionate share of recoveries for anti-trust violations which relate to purchases pursuant to this Contract, or Subcontracts hereunder. The Contractor and/or Subcontractor agrees promptly to notify the Purchasing Agent of the Town of West Hartford of suspected anti-trust violations and claims.

## CONTRACT

The contract pursuant to this solicitation shall be based upon the request for bid issued by the Town and the offer submitted by the Contractor in response to the request for bid. The offer shall substantially conform to the terms, conditions, specifications and other requirements set forth within the text of the request for bid. The Town reserves the right to clarify any contractual terms with the concurrence of the Contractor. However, any substantial non-conformity in the offer, as determined by the Town Purchasing Agent, shall be deemed nonresponsive and the offer rejected. Such contract shall contain the entire agreement between the Town and the Contractor relating to this requirement and shall prevail over any and all previous Agreements, contract, proposals, negotiations, purchase orders or master Agreements in any form.

## CONTRACT AMENDMENTS

The contract pursuant to this solicitation shall be modified only by a written contract amendment signed by the Town Purchasing Agent and persons duly authorized to enter into contracts on behalf of the Contractor.

## COST OF BID PREPARATION

The Town shall not reimburse the bidder for the cost of developing, presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.

## DELIVERY

All prices bid must be on the basis of F.O.B. destination, inside delivery, unloaded and assembled unless otherwise indicated in the bidding documents. The contractor shall be responsible for all freight cost. It shall be understood and agreed that any and all commodities furnished shall comply fully with all applicable O.S.H.A., Federal and State laws and regulations.

Any equipment delivered must be standard new equipment, latest model, except as otherwise specifically stated in bidding documents. Where any part or nominal appurtenances of equipment are not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.

Delivery must be made as ordered and in accordance with the bidding documents. The decision of the Purchasing Agent as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the Contractor. Commodities shall be securely and properly packed for shipment according to accepted standard commercial practice, without extra charge for packing cases, bailing or sacks, the containers to remain the property of the Town unless otherwise stated in the bidding documents.

## GRATUITIES

The Town may, by written notice to the Contractor, cancel the contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the Town amending, or the making of any determinations with respect to the performing of such contract. In the event this contract is canceled by the Town pursuant to this provision, the Town shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity.

## INDEMNIFICATION

The Bidder is aware of and agrees that, if awarded an Agreement, he is bound by the following indemnification language:

To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Town of West Hartford and the West Hartford Board of Education, their respective boards, commissions, officers, officials, employees, agents, representatives, and servants from any and all suits, claims, losses, damages, costs (including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments or any name or nature for:

Bodily injury, sickness, disease, or death; and/or

Damage to or destruction of property, real or personal; and/or

Financial losses (including, without limitation, those caused by loss of use)

sustained by any person or concern, including officers, employees, agents, Subcontractors or servants of the Town, the Board of Education, or the Contractor, or by the public, which is cause or alleged to have been caused in whole or in part by the negligent act(s) or omission(s) of the Contractor, its officers, employees, agents, or Subcontractors, in the performance of this Agreement or from the inaccuracy of any representation or warranty of the Contractor contained in the Contract Documents. This indemnity shall not be affected by other portions of the Agreement relating to insurance requirements.

- To the fullest extent permitted by law, the Contractor agrees to release, defend, indemnify, and hold harmless the West Hartford Board of Education and the Town of West Hartford, their respective boards and commissions, officials, officers, employees, agents, representatives, and servants from any loss, claim, cost penalty, fine or damage that may arise out of the failure of the Contractor, its officers, agents, employees or Subcontractors to comply with any laws or regulations of the United States of America, the State of Connecticut, the Town of West Hartford, or their respective agencies. This undertaking shall not be affected by other portions of the Agreement relating to insurance requirements.

## INTERPRETATION OF BIDS

Qualified bids are subject to rejection in whole or in part. A qualified bid is defined as one limiting or modifying any of the terms and conditions and/or specifications of the invitation to bid.

Bidders are cautioned to initial erasures, alterations or corrections. Failure to do so may result in rejection of bids.

Unless limited by the term "no substitute", the use of the name of a manufacturer or of any particular make, model, or brand in describing an item, does not restrict bidders to that manufacturer or specific article, this means being used simply to indicate the character or quality of the article so described; but the article offered must be of such character and quality that it will serve the purpose for which it is to be used, equally as well as that specified, and shall be deemed by the Town to be so warranted by the bidder. Bids on comparable items must clearly state the exact article being offered, and bidder shall furnish such other information concerning the article being offered as necessary to evaluate its

acceptability for the purpose intended. If the bidder does not indicate that the article he offers is other than as specified, it will be understood that the bidder is offering the article exactly as specified.

The Purchasing Agent reserves the right to reject any or all bids, or the bid for any one or more commodities or contracted services included in any or all bids, to waive any informality in bids and unless otherwise specified, to buy any part or the whole from one or more bidders when it is to the Town's best interest to do so.

#### INTERPRETATION - PAROL EVIDENCE

The contract pursuant to this solicitation is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of such Contract. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in the contract. Acceptance or acquiescence in a course of performance rendered under the contract shall not be relevant to determine the meaning of the contract even though the accepting or acquiescing party had knowledge of the nature of this performance and opportunity to object.

#### LAW OF WAIVER

Any breach of contract which the Town does not object to shall not operate as a waiver of the Town to seek remedies available to it for any subsequent breach.

#### LICENSES

Contractor shall maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this contract.

#### PUBLIC RECORD

All proposals submitted in response to this request shall become the property of the Town and shall become a matter of public record available for review subsequent to the award notification.

#### PROPERTY TAX ASSESSMENT

All owners of real estate, or of tangible personal property located in any town for three months or more during the assessment year immediately preceding any assessment day, who are nonresidents of such town, shall file lists of such real estate and personal property with the assessors of the town in which the same is located on such assessment day, if located in such town for three months or more in such year, otherwise, in the town in which such property is located for the three months or more in such year nearest to such assessment day, under the same provisions as apply to residents, and such personal property shall not be liable to taxation in any other town in this state. The list of each nonresident taxpayer shall contain his post-office and street address. The assessors shall mail to each nonresident, or to his attorney or agent having custody of his taxable property, at least fifteen days before the expiration of the time for filing lists, blank forms for filing lists of such property. The lists of taxable property of nonresidents shall be arranged in alphabetical order and separate from the lists of residents, provided no such separation shall be necessary in any town the board of assessors of which, upon the request of its property tax collector, has made rules and regulations approved by the secretary of the office of policy and management setting up an alternative method of arrangement.

#### PROVISIONS REQUIRED BY LAW

Each and every provision of law and any clause required by law to be in the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

#### RELATIONSHIP OF PARTIES

It is clearly understood that each party shall act in its own individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever. The Contractor is advised that taxes or social security payments shall not be withheld from a Town payment issued hereunder and that Contractor should make arrangements to directly pay such expenses, if any. The Contractor understands that it is not entitled to compensation in the form of salaries, or to paid vacation or sick days by the Town. The Contractor further understands that the Town shall not provide any insurance coverage to the Contractor, including workmen's compensation coverage.

#### RIGHTS AND REMEDIES

No provision in these solicitation documents or in the offeror's bid shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim of default or breach of contract. The failure of either party to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the acceptance of materials or services, obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of either party to insist upon the strict performance of the contract.

#### SEVERABILITY

The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.

#### SUBCONTRACTS

No subcontract shall be entered into by the Contractor with any other party to furnish any of the material/service specified herein without the advance written approval of the Town's Purchasing Agent. All subcontracts shall comply with federal and state laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract, as if the subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not subcontractors are used. The Town shall not unreasonably withhold approval and shall notify the Contractor of the Town's position within a reasonable period of time.

#### SUBMISSION OF BIDS

Signed bid offers, on this form, must be returned in sealed envelopes addressed to Department of Finance, Division of Purchasing Services, Town Hall, 50 South Main St., West Hartford, CT 06107 and the envelope must bear the notation that it is a sealed bid, the Bid Number and the vendor's name and address.

Bidders are cautioned to examine the specifications, drawings, samples, etc. pertaining to the bid.

Failure on the part of the bidder to examine all pertinent documents samples, or job areas shall not entitle him to any relief from the conditions imposed in the proposal, the specifications and the contract. Unsigned bids or bids without an original signature will not be accepted. When a bidder desires an interpretation or clarification of any ambiguity in the bidding documents, he must contact the Purchasing Agent prior to bid opening. The Purchasing Agent's interpretation shall be final and will be made known to all bidders concerned. The bidder shall insert the price per stated unit and the extensions against each item which he proposed to provide. In the event of a discrepancy between the unit price and the extension, the unit price will govern. (If discounts are shown and there is an error in the extension of the total, the discount offered will govern.) If the price bid per unit is based on any unit other than that stated, the bidder shall state the unit on which the unit price is based.

A bid will not be accepted if it, or the Bid Surety if required, is received at the Purchasing Division Office after the stated time of opening as shown on the bid form. This applies to bids sent by mail as well as those hand delivered. Unsigned bids shall be rejected. Contractors must furnish Bid Surety. Labor & Materials and Performance Bonds when required. Certificates of Insurance may be required and must be furnished by the Contractor prior to any work being performed.

Purchases made by the Town are exempt from Fair Trade Laws as well as the payment of any sales, excise or Federal transportation taxes. Such taxes must not be included in bid prices. Tax exemption certificates, for merchandise accepted by the Town, will be completed at the request of the Contractor furnishing the goods or services.

When samples are requested they shall be delivered by the bidder properly identified at the time of the bid opening unless the bidding documents indicates a different time. Samples shall be submitted free of charge. Samples will be removed by the bidder at his expense. The Town will not be responsible for any samples which are destroyed or mutilated in examination. If samples are not removed within thirty (30) days after written notice to the Vendor, they shall be considered as abandoned and the Town shall have the right to dispose of them as its own property. The Purchasing Agent may, at his discretion, hold the sample or samples of the successful bidder or bidders, for comparison with articles delivered on the Purchase Order, or orders issued subsequent to the award.

#### SUBMISSION OF INVOICES

The following provisions regarding submission of invoices are an integral part of these bidding documents, and as such, will create a contractual obligation on the part of the awarded vendor. Failure to comply with these contractual requirements may result in a breach of contract:

All invoices submitted to the Town of West Hartford for goods or services shall contain the following minimum information:

- Town Order Number
- Complete description of goods or services rendered.
- Agency and name of individual requesting goods or rendering of services.
- Date of delivery of goods or rendering of services.
- Complete price information, including gross amount, discount if applicable, net amount and itemization of labor charges if applicable.
- Additional information as may be required by contract.

All invoices must be forwarded to the Town department to whom goods or services were rendered.

#### TOXIC SUBSTANCES

In accordance with section 31-40 of the General statutes of Connecticut any person who supplies any toxic substance as defined in 31-40 shall provide the following information:

- 1) The generic or basic chemical name of the toxic substance;
- 2) the level at which exposure to the substance is determined to be hazardous. If known;
- 3) the acute and chronic effects of exposure of hazardous levels;
- 4) the symptoms of such effects;
- 5) appropriate emergency treatment;
- 6) proper conditions for safe use and exposure to such toxic substance;
- 7) procedures for cleanup of leaks and spills of such toxic substance; and
- 8) a label on each container of any such substance which states, in a clearly legible and conspicuous form, that a toxic substance is contained therein.

This information shall be disclosed at the time of the bid opening and chemical data sheets will also be required if the products meet the toxic substance criteria.

#### VENDOR WARRANTY

Vendor hereby agrees to:

- a. Perform contract in accordance with the specifications and bid under which the contract was awarded.
- b. Warranty the products or services against defective material or workmanship and to repair or replace any damage or marring of products occasioned in transit.
- c. Furnish adequate protection from damage for all work and to repair damages of any kind, for which he or his workmen are responsible, to the premises or equipment, to his own work or to the work of other contractors.
- d. Indemnify and hold harmless the Town, its agencies, agents, offices, servants or employees from any action, law suit or judgment arising out of defects in its products, materials or workmanship, negligence in its activities or breach of its agreement with the Town, including the cost of defense and counsel fees.

Articles which in any respect fail to conform with the specifications upon which the award is made will be rejected and held subject to the Bidder's disposition and expense.



**WEST HARTFORD TOWN HALL DIRECTIONS**

**FROM THE WATERBURY AREA**

1. Exit 43 (Park Road)
2. Take a left on to Park Road
3. Take a right at the traffic light (Raymond Road)
4. Go straight through traffic light (Boulevard)

The Town Hall parking lot is on your left

**FROM THE BOSTON AREA**

1. Exit 43 (Park Road)
5. Take a left on to Park Road
6. Take a right at the traffic light (Raymond Road)
7. Go straight through traffic light (Boulevard)

The Town Hall parking lot is on your left